



DRS-Counselor III

Characteristics of Work

This is advanced professional work which involves determining the eligibility of disabled individuals in need of rehabilitation services within an assigned area of the state, and providing personal and vocational counseling to eligible individuals and their families as needed. Incumbent reviews, interprets and discusses medical, social, psychological, occupational, vocational and other information with disabled persons to enable them to make a realistic vocational choice; identifies the client's vocational goal; and develops and maintains a sound fiscal management program to ensure continuity of services. Work includes performing all duties of Counselor I and II, and may include assisting in training counselors and practicum students, monitoring cases, and conducting area meetings as directed by the District Manager. Incumbent establishes and maintains a sound public relations program within the assigned area, and also maintains liaison with other agencies, employers and other professionals to ensure a good public image and to provide quality services to disabled persons.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Develops and maintains an appropriate case finding procedure.

Maintains a continuous program of public relations in assigned area, including the interpretation and provision of rehabilitation information to the public.

Assumes responsibility for determination of client eligibility for rehabilitation services, and for placement of clients into suitable employment.

Locates and utilizes all available resources as needed in each client's rehabilitation program.

Assumes responsibility for management of fiscal allocations provided by agency for use in the provision of vocational rehabilitation services.

Develops with each client a total program of individualized rehabilitation services and manages program until completed or otherwise terminated.

Develops and maintains a close working relationship with the medical profession and other allied groups.

Ensures the expedition of services to clients through proper caseload management.

Maintains comprehensive documentation of all casework activities and ensures the confidentiality of all case information.

Interprets medical information as related to physical and mental restoration.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Collects client information and determines eligibility for services.
2. Performs case management activities including developing and monitoring individualized programs, counseling clients, providing documentation and managing fiscal allocations.
3. Maintains communications with federal, state and community agencies; clients; employers and other individuals within the community.
4. Supervises and assists in training lower-level and new counselors.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to walk. The incumbent is occasionally required to stand; and reach with hands and arms.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in rehabilitation counseling or a related field.

AND

Experience:

One (1) year of experience related to the above described duties.

OR

Education:

A Bachelor's Degree from a four-year college or university in rehabilitation counseling or a related field.

AND

Experience:

Two (2) years of experience related to the above described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.